



Scanning, digital imaging, and digitization

Scanning or digitization of items can be completed at the discretion of Special Collections staff in consideration of copyright laws, donor-imposed restrictions, and preservation concerns for the physical materials.

Name: _____

E-mail: _____ Phone: _____

Summary of request: _____

- Researcher produced digital images using camera, phone, or scanner
Free of charge. Researchers working in the Reading Room may use their digital camera or phone, or the provided book edge flatbed scanner, to produce their own files. Materials should be reviewed by Special Collections staff in advance to ensure that the item is physically stable. Researchers are required to follow all copyright laws; a copyright and usage handout is available upon request.
- Request for digital file as seen in online repository or publication
Free of charge. Please list the original source: _____

- Request for Special Collections produced digital images or digital surrogate
Special Collections provides digital imaging services in the form of low resolution reference images, high resolution publication-quality images, and some audiovisual conversion services. If an item cannot be digitized in-house, or if conservation work is required prior to digitization, then an off-site vendor may be required to complete the work with costs paid for by the researcher. An invoice for all fee based work will be provided in advance.

Digital file requirements: _____

(file format, ppi/dpi, etc.) _____

Request type	UMBC user	Non-UMBC user
Up to 10 low resolution scans or photocopies	Free	Free
Photocopies	\$0.20	\$0.20
Scan	\$2.00	\$6.00
Copy stand photo	\$2.00	Hourly rate
Oversize custom photo charge	\$15.00	\$25.00
Audiovisual materials	Hourly rate	Hourly rate
Delivery fee (post)		\$5.00
** An hourly rate for large orders may be applied		

Signature required on page 2.

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This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I agree to indemnify and hold harmless the UMBC Albin O. Kuhn Library & Gallery, its agents and employees against all claims, demands, costs and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of these photographs.

I have read and agree to abide by the terms and conditions above. I understand that my failure to follow them may result in the termination of my Special Collections photography privileges.

Signature: _____ Date: ___ / ___ / ___

Staff initial: _____ Date order completed: ___ / ___ / ___